



National Indian Education Association  
110 Maryland Avenue, NE, Suite 104  
Washington, D.C. 20002  
[www.niea.org](http://www.niea.org)

## **NATIONAL INDIAN EDUCATION ASSOCIATION**

NIEA Job Description: Research and Policy Associate for Campaign on High School Equity

For Immediate Hire

The National Indian Education Association is seeking resumes from highly motivated individuals to work on a full time basis as a Research and Policy Associate in Washington, D.C., that will assist in the development and coordination of an organizational initiative focused on high school policy reform.

### **Position Summary**

The position has primary responsibility for assembling and reviewing relevant qualitative and quantitative research and developing documents (briefing papers, talking points, comments, articles, etc.) for NIEA that help to clarify and advance NIEA's high school policy agenda. The Associate will also attend policy related meetings, conferences, workshops, forums and other presentations to inform NIEA research and for networking purposes and will assist in developing and coordinating the NIEA activities of the Campaign on High School Equity. The Associate works closely as part of a team which includes the High School Campaign Director and the NIEA Executive Director, to accomplish the work of the Campaign for High School Equity.

The position will manage the logistics of any events or meetings facilitated by NIEA related to the project, including serving as a point of contact for event consultants and the Campaign for High School Equity (CHSE) coalition partners. The Associate will also manage administrative functions including providing support for the Web site and creating and maintaining data bases necessary to support the work of the project as needed. The Associate will also be responsible for filing necessary reports and updates in support of the project as needed.

### **Qualifications**

Minimum 1-3 years experience in public policy, government relations, research or education desired.

Knowledge of and ability to use technology to build, maintain and use data bases.

Knowledge of and commitment to national education issues, particularly related to high school education and minority/native youth.

Familiarity and experience working and effectively communicating with Native communities. An interest in and an understanding of Education issues relating to Native Americans.

Experience in formulating policy and communicating those policies to varied audiences.

Excellent research skills, including the ability to review qualitative and quantitative research, to access and apply research on high school equity and education, to create connections between research and policy, and to monitor and analyze legislative activity and news.

Excellent written and verbal communication and interpersonal skills

BA required; Master of Arts in Education or Public Policy field preferred.

### **Contact Information**

NIEA is now accepting resumes and writing samples (3-5 pages) from qualified applicants.

Please send cover letter, resume, and writing sample to: [ckippen@niea.org](mailto:ckippen@niea.org)

Colin Kippen, Executive Director.